

**ASSISTANT DIRECTOR, AREA AGENCY ON AGING**  
(Executive Management)

**DEFINITION:**

Under administrative direction, to serve as principal assistant to the Director, Aging and Independence Services; to assist in managing the overall departmental programs providing a system of services for elderly/frail persons; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is a one-position executive management class allocated only to the Health and Human Services Agency (HHS), Aging and Independence Services. The incumbent is responsible for assisting the Director in the management of departmental programs providing a system of services for elderly/frail persons.

**EXAMPLES OF DUTIES:**

Assists in planning, directing, organizing, coordinating, and evaluating the overall activities of the Aging and Independence Services including the assessment of senior services or frail adults, contract monitoring, and administrative services; analyzes new/revised federal or state laws or regulations and establishes and implements departmental policy, procedures, and programs; reviews need assessments and short/long terms plans to maintain contract monitoring service levels; directs research activities relating to gerontology and aging programs; assists in developing the department's annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; acts as liaison with other public and private agencies and provides information to the media, public, citizen or community groups, and agency representatives on departmental activities; performs special studies and projects as assigned by the director; and supervises subordinate staff.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- The Older Americans Act and other laws or regulations that govern long-term health care.
- Community resources used to provide a variety of services to seniors and frail adults.
- Dynamics of aging and special needs of the elderly, AIDS patients, and adults with physical or mental disabilities.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- The General Management System in principle and practice.

**General Knowledge of:**

- Policy/procedure development and implementation related to senior services and contract monitoring programs.

**Skills and Abilities to:**

- Assist in planning, organizing, directing, and evaluating the overall activities of staff involved in providing health care services to senior or frail adults and monitoring contracts providing a variety of services to seniors or frail adults.
- Establish and implement departmental policy, procedures and programs related to senior care services.
- Identify and resolve departmental operational problems.
- Assist in preparing the annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, clients, public, and representatives from government, media, and other agencies.

**SPECIAL NOTES, LICENSES OR REQUIREMENTS:****License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.